



Superior Court of California County of Calaveras

Hugh K. Swift
Court Executive Officer

DROP BOX POLICY

The Court will accept documents for filing and payments between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, except court holidays, in the drop box located adjacent to the Clerk's filing counter. Pursuant to Calaveras Superior Court General Order No. 11-11, items left in the drop-box will be processed as follows:

- Documents deposited in the drop-off box must be in a sealed envelope and accompanied by the appropriate filing fee or fine payment. If you fail to include the proper fee or fine payment, your documents may not be processed.
- Cash payments for filing fees and fines should be made in person in the Clerk's Office between the hours of 8:30 a.m. and 3:00, Monday through Friday, except court holidays. The Court is not responsible for cash payments left in the drop-box.
- The Court will conform up to three (3) copies of each document submitted for filing. The Clerk will return the copies via regular mail if provided with a self-addressed envelope, stamped with sufficient return postage.
- Pleadings deposited in the drop box prior to 4:30 p.m., Monday through Friday, except court holidays, will be deemed filed on the date of deposit if accompanied by the appropriate filing fee.
- Payments deposited prior to 4:30 p.m. , Monday through Friday, except court holidays, will be receipted as of the date of deposit.
- Any documents, including fines payments, left in the drop box after 4:30 p.m. will be processed as if received the following court business day.

PLEASE NOTE:

- **The drop box should not be used if you are requesting Temporary Restraining Orders based on Domestic Violence or Civil Harassment.**
- **Other matters requiring immediate judicial attention should never be placed in the drop- box.**